

March 16, 2020

## SHECO Industries Response Plan - COVID-19 VIRUS

To My Fellow Co-Workers:

Effective immediately, SHECO Industries has adopted a Response Plan (attached) for the COVID-19 Virus. We are continually monitoring this fast moving and very fluid issue in order to protect our employees to the best of our ability and knowledge. To that end, we have developed the following five tier approach in order to communicate with you quickly and efficiently the steps the Company is taking to mitigate the spread of the COVID-19 virus.

As of today, all SHECO Industries locations have adopted a **Response Level 3** and we will continue to monitor the situation and advise as more information is made available. The Company will adjust the response level by location as conditions warrant and will communicate this with each of you as quickly and efficiently as possible.

Level	Response	Current Level
Level 1	Increased cleaning, disinfection and employee self-awareness (increased personal hygiene and if sick, remain home and see your doctor for treatment).	
Level 2	Level 1 plus minimize face-to-face meetings with individuals inside and outside of the Company and use voice and video conferencing whenever possible. Business travel outside the continental US is suspended. ** Visitors/suppliers/outside services by appointment/invitation only.	
Level 3	Level 1 & 2 plus all non-essential business related travel within the continental US is suspended unless approved by the CEO.** Essential visitors only - shop inspectors (US based only) and critical outside services/supplies by invitation only. Employees able to productively telecommute may do so with their manager's permission.	Houston, Sapulpa, Skiatook, Tuscaloosa
Level 4	Level 1, 2 & 3 plus mandated temporary (up to 60 days) office/plant closures. Closures mandated by Federal, State and/or Local Governments.**	
Level 5	Level 1, 2, 3 & 4 plus mandated indefinite (>60 days) office/plant closures. Closures mandated by Federal, State and or Local Governments.**	

We ask each of you to assist in the steps outlined in this Response Plan per the Current Response Level. One of the most potent weapons we have in this effort is to continue to practice proper hygiene such as but not limited to frequent hand washing, covering mouth and nose during a sneeze or cough, discarding used tissues in the waste basket and social distancing.

Please understand that this plan will most likely evolve as we learn more information and your cooperation and patience is greatly appreciated.

If you have any questions or concerns, please reach out to your manager or HR representative.



**Bob Giammaruti**  
Chief Executive Officer